



JOB OPPORTUNITY

OFFICE OF THE STATE PUBLIC DEFENDER

Classification: Legal Secretary
Salary: A- \$3,176 - \$ 3,976
B- \$3,335 - \$ 4,176
Tenure: Full-Time
Location: Oakland, CA

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Supervising Deputy State Public Defender the incumbent serves as a member of a legal support team performing legal secretarial work for one or more attorneys and/or professional staff in the Office of the State Public Defender. The incumbent must be able to effectively and efficiently carry out assigned tasks with minimal supervision and be able to work directly with attorneys, legal analysts and other support staff in a team environment, have strong communication skills and work well under the pressure of deadlines. The incumbent will also maintain proficiency with electronic and library resources to verify case/legal citations and quoted text, and ensure all documents he or she prepares are proofread, copied, processed, filed and served in accordance with OSPD and court procedures, as well as all legal requirements and deadlines. The incumbent will possess and maintain a working knowledge of technical legal terms relevant to OSPD's mission, as well as maintain an understanding of various legal forms, documents and pleadings. The incumbent will be proficient in the basic use of legal reference and library materials, including California Penal Code and Rules of Court, the California Style Manual, the Blue Book, and the Federal Rules of Court. The incumbent will also maintain proficiency with electronic and library resources to verify case/legal citations and quoted text.

Prepare and file briefs, petitions, and other pleadings and filings in capital and non-capital cases (including but not limited to record correction and augmentation motions, preservation motions, decertification motions, opening briefs, reply briefs, petitions for rehearing, petitions for writ of certiorari, habeas corpus petitions, motions for extension of time, 60-day case status reports, and proofs of service).

Prepare letters and memoranda; review incoming court records and legal documents, enter case data and information into central docket; maintain paper and electronic case files per agency and case policies and practices; maintain case database and files and input case information (including but not limited to case players, witnesses, law enforcement, court staff, counsel, and client information); maintains a calendar of case due dates, including dates for motions for extension of time, status reports and court appearances; maintains a case tickler file; set up and close case files; present and maintain an efficient, professional, and courteous manner when interacting and working with clients, the courts, other agencies and individuals in regards to OSPD matters and case- and client-related matters.

Assists with overflow work and deadline filings; backs up legal analysts with their secretarial tasks.

Copying, scanning, OCR-ing case documents and other information.

Serves as back-up receptionist and other duties as required.

DESIRABLE QUALIFICATIONS:

Ability to work in a team environment; ability to develop and maintain good working relations with all levels of staff; ability to maintain security and confidentiality of privileged information in compliance with applicable laws; knowledge of computer programs such as Word Perfect, Word, Excel, Westlaw, Lexis-Nexis, FileMaker Pro, Google, Quatro Pro and Adobe Acrobat and ability to use such programs in an efficient and effective manner; ability to maintain an efficient system for filing correspondence, case materials and pleadings; ability to maintain a professional and organized work area; and skill to transcribe machine dictation; ability to adapt to unpredictable changes in case priorities and assignments; ability to meet scheduled and last minute deadlines; and demonstrated ability to act independently, to use good judgment, to communicate efficiently, both verbally and in writing; knowledge of technical legal terms relevant to OSPD's mission; skilled in the basic use of legal reference and library materials, including California Penal Code and Rules of Court, the California Style Manual, the Blue Book, and the Federal Rules of Court.

WHO SHOULD APPLY:

Current State employees in the above classification(s), or who are within transfer range. Training and Development Assignments may be considered for recruitment purposes. Applicants on SROA lists or employed by a surplus department are encouraged to apply. (Please indicate on your application if you are SROA/Surplus).

Send an Application To:

Monica Ohta
Office of the State Public Defender
770 L Street, Suite 1000
Sacramento, CA 95814

FINAL FILING DATE:

01/18/2017

Applications will be screened and only the most qualified applicants will be interviewed.

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants.

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